

NYC OFFICE OF THE COMPTROLLER

JOB VACANCY NOTICE

Title:	Senior Policy Analyst, Transportation, Sanitation and Public Spaces
Salary:	\$90,000 - \$100,000
Bureau/Division:	Policy
Period:	June 14, 2022 – Until Filled

JOB DESCRIPTION

The Office of New York City Comptroller Brad Lander is seeking a Senior Policy Analyst for Transportation, Sanitation, and Public Space to develop, advocate for, and implement the public policy priorities of the office. The Senior Policy Analyst will be part of the Policy Bureau, advising the Comptroller and other senior staff on key policy initiatives and projects. The Senior Policy Analyst will hold primary responsibility for the office's work on the following areas of policy:

- Public transit and sustainable modes of transportation;
- Sanitation services, zero waste, commercial waste, organics collection, containerized trash, and rats;
- Vision zero, traffic safety, street design, reckless driving, and changing driver behavior;
- Regional transportation systems and policies pertaining to the Metropolitan Transit Authority (MTA) including capital improvements, service improvements, subway safety, operations & maintenance, and congestion pricing;
- Transit accessibility, transportation equity, transit deserts, and the intersection of transportation and environmental justice;
- Policies pertaining to the NYC Taxi and Limousine Commission (TLC), including workers rights for yellow cab and for-hire vehicle drivers;
- Freight, delivery workers and vehicles, truck routes, and last-mile distribution centers and deliveries;
- Curbside management, street parking, idling, and placards; and,
- Public space design, access, management, and maintenance including open streets, pedestrian plazas, and parks.

The position requires the ability to manage multi-bureau policy teams, quickly analyze both breaking news developments affecting New Yorkers and develop innovative, ground-breaking solutions to longstanding policy challenges confronting communities throughout the five boroughs. The duties and responsibilities of the position include, but are not limited to:

- Conducting self-directed research of policy matters using original source material and primary documents, including the City's key management, budget, and legal documents;
- Writing in-depth policy briefs and reports based on original empirical research;
- Working in close partnership with the Bureau of Public Affairs to maintain and cultivate a network of external partners and stakeholders;
- Maintaining current and timely command of City, State, and Federal policy developments in assigned areas of responsibility;
- Answering questions from press, colleagues, and external partners on breaking developments in City and State government;
- Identifying emerging issues and policy trends consistent with the office's stated policy agenda;

- Making presentations to the Comptroller and senior staff for the purpose of initiating new policy investigations and research projects;
- Managing multi-disciplinary teams on special projects and initiatives that cut across the bureaus of the agency; and,
- Performing other related assignments and/or special projects as may be required.

MINIMUM QUALIFICATION REQUIREMENTS

1. BS/BA degree from an accredited college or university, and four (4) or more years of professional experience in transportation policy research and analysis, or in a related area, preferably, performing functions similar to the bulleted list of the above job description, at a government, or public policy non-profit organization; or,
2. Education and/or experience which is equivalent to "1" above.

PREFERRED SKILLS IN ADDITION TO MINIMUM QUALIFICATIONS

- Graduate degree in public policy or urban planning;
- Exceptional writing skills and ability to perform complex data and/or legal analysis;
- Demonstrated policy research experience relating to transportation, sanitation, public space, infrastructure, and urban planning in New York City;
- Demonstrated ability to explain complex policy matters in clear, accessible language (i.e., written reports or policy briefs);
- A track record of working successfully with government officials (including staff) and thought leaders from neighborhoods, businesses and advocacy organizations;
- Familiarity with current policy issues and strong interest in current events and in identifying solutions to the concerns of the people of New York City;
- Ability to work under pressure in a fast-paced government office and an eagerness to be supportive of colleagues and work collaboratively.

Note: Cover letter must detail the possession of the preferred skills and specific policy areas of interest/expertise. We will consider all qualified applicants meeting the job requirements, regardless of an individual’s experience in specific substantive policy areas. However, applicants with experience working in New York City government or engaging local stakeholders on policy issues are strongly encouraged to apply.

TO APPLY, GO TO: Employment Opportunities at www.comptroller.nyc.gov

Note: We appreciate every applicant’s interest; however, only those under consideration will be contacted. Certain residency requirements may apply. Under Executive Order 75, all new City employees are subject to mandatory vaccination requirements. Vacancy notices listed as “Until Filled” will be posted for at least five workdays.

POSTING DATE: June 14, 2022	POST UNTIL: Until Filled	JVN: 015/022/100
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The NYC Comptroller’s Office is an Equal Opportunity Employer